

Classified as Private and Confidential

General Data Protection Regulations (GDPR) Statement & Privacy Policy;

To assist me in working effectively with you, McCormick Counselling Services keeps confidential records about all clients. These records are kept securely, are only seen by Rachel McCormick and may be used anonymously in the production of practice statistics. The records held by McCormick Counselling Services are subject to the General Data Protection Regulations 2018, which gives clients the right to access personal data held about them.

To provide you safely and appropriately with Cognitive Behavioural Therapy (CBT), I need to collect personal data from you and require your written consent to collect this data.

What Information Do We Collect?

When you self-refer/are referred to this service I collect the following personal details: -

Name, Address, Email Address, Landline Number, Mobile Number, Date of Birth, GP Name and address.

During your assessment your counsellor gathers the following information from you:-

Relationship status

Mental health history

Current medications

Results of relevant medical tests

Name and contact details of medical or mental health professionals managing your care

Family history (no names other than your own)

During your therapy, your counsellor will keep brief notes of each session to record the content of the session and any homework tasks that may have been agreed. Your Counsellor is required to have their own privacy and data protection policy, which they will provide for you during your initial assessment session.

How do I use this information?

I collect this information for the following reasons:

- To accurately identify you and thereby safely and confidentially process your referral through this service.
- To communicate with other mental health and medical professionals in the support of your care.
- To identify all of the factors that may be contributing to the problem you are seeking help with.
- To monitor and measure the effectiveness of this service.

Where do I keep this information?

Your referral data is received and stored via password protected word documents. Your referral data is processed via email using password protected word documents. Your referral, assessment and therapy data are kept together in paper format by your counsellor. Your counsellor is required to be

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registered with the Information Commissioners' Office (ICO) and have their own privacy and data protection policy which covers how they control, process and keep your personal data, which they will provide for you during your initial assessment session.

How long do I keep your data for?

I store your referral information and client notes in locked filing cabinets for a minimum of 7 years, in line with guidance from my insurers (**Balens Specialist Insurance Brokers**), after which point, they are shredded. Your records in this service are not classed as medical records or public records.

How do I safeguard your privacy?

I receive your referral data via email or face to face in initial consultation. I process your referral data via password protected word documents. Other than your original referral information, all other documentation is identified by your initials only.

The only people who have access to your data are:

Your Counsellor (**Rachel McCormick**)

You will not be personally identified in any reports that monitor and measure the effectiveness of this service.

Subject Access Request Should you wish to access your data, or have it destroyed before 7 years have elapsed you may submit your request in writing to your counsellor. Each application will be considered on an individual basis and any decision to provide access to or destroy your personal data will be reached only after consultation with my insurers and professional bodies. Please be advised that your counsellor will not provide a court report or present as a witness on your behalf at any court case relating to any therapeutic alliance.

Counsellors notes are considered to be an aide memoire of reported events and as such are not admissible by the court.

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PLEASE READ THIS STATEMENT and POLICY CAREFULLY

Check what you and your Counsellor have agreed today. If you wish to negotiate any changes your Counsellor will be happy to do so before you sign.

I understand my rights under the General Data Protection Regulations (GDPR) 2018.

I consent to McCormick Counselling Services using my personal and sensitive data in accordance with the General Data Protection Regulations (GDPR) 2018 for the purposes of delivering counselling to me and for management of the quality of the service that McCormick Counselling Services delivers including fundraising and the commissioning of services. This agreement is fully understood and agreed to and is signed as it stands by:

Client/s' Name: _____

Date: _____

Counsellor's

Name: _____

Date: _____